
Subject: Local Agency Management Evaluations

Effective Date: February 1, 2006

Revised from: October 1, 2004

Policy: Each Local Agency shall have a management evaluation conducted by the State Agency at least every two years. The management evaluation shall include on-site reviews of a minimum of 20 percent of the clinics in each Local Agency.

All areas of program operations are reviewed, including, but not limited to, certification, nutrition education, participant services, accountability, financial management system, food delivery system, vendor training and monitoring, and civil rights compliance.

The Local Agency shall conduct a management evaluation of WIC services of its subcontracting clinics at least once every two years.

Reference: CFR §246.19

Procedure:

State Agency Reviews

1. The State Agency will schedule Local Agency evaluations according to the schedule at the end of this procedure. Local Agencies will be advised of the time and date of the evaluation approximately one month in advance.
2. Evaluations of the Local Agency may include staff and client interview, clinic observation, and record review.
3. The State Agency will send a written report of the evaluation within 30 days from the date of the review. The report includes findings, comments, and recommendations. The LA must respond with corrective action plans and any requested documentation within 30 days of the date of the report.

Local Agency Reviews of Subcontracted Clinics

1. The Local Agency will review all subcontracted clinics at least once every two years.
2. The reviews should be scheduled in those years that the state review is not scheduled.
3. At a minimum, the Local Agency will review the following at their subcontracted clinics:
 - a. Processing standards;
 - b. Accuracy of documentation of residency, identity and income at certification;
 - c. Appropriate assignment of nutritional risk factors;
 - d. Appropriate assignment and documentation of nutrition education;
 - e. Proper issuance of food packages and checks;
 - f. Documentation of submitted affidavits, including invoices and time sheets; and
 - g. Dual participation review/determination procedures.
4. The Local Agency may adapt the management evaluation tools used by the State Agency or use their own to record the evaluation findings.
5. Agencies will document any findings from their reviews.

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6. The subcontracted clinics will respond to any findings with a corrective action plan sent to the parent agency for review.
7. The Local Agency will review and assess any progress on the corrective action plan during any future on-site visits to the subcontracted clinics.
8. This Local Agency will retain all of their review documentation in a file for 3 years for State Agency review.

Subject: Local Agency Management Evaluations**Management Evaluation Schedule**

This tentative schedule for management evaluations may be changed due to scheduling conflicts or unforeseen circumstances. Evaluations may be rescheduled but may not be cancelled.

This schedule lists all Kansas Local Agencies, and therefore reflects a two year time period. Evaluations are planned based on the Federal Fiscal Year (FFY), which begins in October of the prior calendar year. For example, FFY 2005 begins October 1, 2004, and ends September 30, 2005.

Odd Numbered Federal Years	Local Agency	Even Numbered Federal Years	Local Agency
October	Miami County SKCPH	October	Saline County Cowley County Chautauqua County
November	Riley County Harvey County	November	Osborne County Wilson County Sheridan County
February	Geary County Shawnee County	February	Lyon County
March	Johnson County Leavenworth County	March	Neosho County Marshall County
April	SEK Multi-County Marion County Sedgwick County	April	Ford County Cherokee County Crawford County
May	Sumner County Wichita County Greeley County	May	Barton County Seward County
June	Butler County Southwest Kansas	June	Graham County Scott County
August	Douglas County Reno County Wyandotte County	August	Franklin County Doniphan County
September	Greenwood County Nemaha County	September	Sherman County Jefferson County NEK Multi-County